






# Processes - Report Instructions



Use this report to track employee processes.

1. From the main screen, type transaction code: **ZHR\_Processes\_Report**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Application* – The defaults to PA Personnel Administration (do not change).
4. *Initiated by* – Type your SAP ID.  
**AND/OR**  
*Personnel ID* – Type the PerNr(s).
5. Click the **Execute** button  or press **F8** to execute.
6. The list of processes and the status of each process displays.
7. Click the **Print** button  or press **Ctrl+P** to print.

**Processes & Forms: Process Instances Report**

Application: PA Personnel Administration

Process Selection Criteria

Reference Number:		to		
Process:		to		
Initiated On:		to		
Initiated By:		to		
Process Status:		to		
Step Status:		to		

Object Criteria

Personnel ID:		to		
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**Processes & Forms: Process Instances Report**

Executed On: 11/22/2011 14:45:23  
SAP Client: ECP400  
Executed By: WHH0009

REF #	PerNr ID	Process Name	Step Name	Step Status	Initiator	Process Status	Created On	Step Processed By
000000019723		Position Number Change - Interna	APPROVAL	COMPLETED		COMPLETED	09/27/2011	
		Position Number Change - Interna	INITIAL	COMPLETED		COMPLETED	09/27/2011	
		Position Number Change - Interna	APPROVAL	COMPLETED		COMPLETED	09/27/2011	
		Position Number Change - Interna	APPROVAL	COMPLETED		COMPLETED	09/27/2011	
		Position Number Change - Interna	APPROVAL	COMPLETED		COMPLETED	09/27/2011	
000000019673		Separation	APPROVAL	COMPLETED		COMPLETED	09/27/2011	
		Separation	INITIAL	COMPLETED		COMPLETED	09/27/2011	
		Separation	APPROVAL	COMPLETED		COMPLETED	09/27/2011	